



## Checklist for Early Graduation Applications

**In order to ensure that your Early Graduation Application is complete, please complete the following checklist before submitting your application.**

### **Early Graduation Form**

- ☐ Did you complete and sign a copy of the Early Graduation Application Form? (*All students must submit a copy of the new Early Graduation Application Form to the Commission. A copy of the new Early Graduation Application Form can be found on the SC Commission on Higher Education's website at: [www.che.sc.gov](http://www.che.sc.gov). Previous versions of the Early Graduation Application Form will not be accepted by Commission staff for review.*)
- ☐ Did a financial aid counselor at the institution you are attending complete Part II of the Early Graduation Application Form? (*Incomplete forms will not be accepted by Commission staff for review.*)

### **Principal Letter**

- ☐ Did you submit a letter that is signed by the principal and on the high school's letterhead? (*Letters that are not signed by the principal of the high school, not written on the high school's official letterhead, or not sealed in an envelope will not be accepted by Commission staff for review. In addition, Commission staff will not review Xerox copies or faxed copies of letters. Students must submit original copies of principal letters.*)
- ☐ Does the letter signed by the principal state that "I have completed all of the requirements for high school graduation by the established deadline in December"? (*Letters that are contingent stating that a student "will have completed all requirements for high school graduation" will not be accepted by Commission staff for review.*)

### **Transcripts and SAT/ACT Test Scores**

- ☐ Did you request that your official transcript to be sent directly from the high school to the SC Commission on Higher Education? (*Students must submit official copies of their high school transcript to the Commission. Xerox copies, faxed copies, and transcripts that are not sealed in an envelope by the high school will not be accepted by Commission staff for review. If the student chooses to send his/her transcript to the Commission, the transcript must be placed in a sealed envelope by the high school staff, and the student must place the sealed transcript into a larger envelope to send to the Commission. Unsealed transcripts will not be accepted by Commission staff for review.*)
- ☐ Does my transcript include all of my grades through the December deadline? (*Transcripts that are incomplete or transcripts that do not include the grades for all courses that a student has taken in high school through December/January will not be accepted by Commission staff for review.*)
- ☐ Does my transcript include a cumulative GPA based on the SC Uniform Grading Scale? (*The official transcript must include a cumulative grade point average based on the SC Uniform Grading Scale to meet the minimum 3.0 cumulative GPA requirement for the LIFE and SC HOPE Scholarships.*)
- ☐ Does my transcript also include all of my SAT/ACT scores? (*Students attending a four-year institution in SC must submit all of their SAT/ACT scores with their official high school transcript. The SAT/ACT scores should be either listed on the official transcript or a separate document must be attached to the official transcript from the high school listing the student's SAT/ACT scores. SAT/ACT scores that are not submitted from the high school along with the student's transcript will not be accepted by Commission staff for review.*)